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OSA 0057-64

9 January 1964

MEMORANDUM FOR: Assistant Director,
Office of Special Activities

SUBJECT: Weekly Activity Report

1. Subject report was originally intended to be a summary of air activities against approved requirements and submitted by COB each Wednesday for use by the Director at the Special Group meetings normally scheduled for Thursday. Since that time, the requirements for this report have been changed and now appear to be the individual opinion of the last man with the authority to make a change. I do not question the authority to make changes where reports are submitted in error or incomplete; however, I feel that unnecessary work is required to continually reaccomplish reports based on requirements which are unknown either to myself or those responsible for compiling the report. An example of a new requirement is contained in [] 2065-64 covering report for week ending 8 January 1964.

2. Request that an updated requirement, and instruction, be provided for guidance in the preparation of subject report.

[]
Lt. Colonel []
Deputy for Field Activities, OSA

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